**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period: \_\_\_\_\_\_**

**Matching**

**Match the term in Column 1 to its description in Column 2.**

**Column 1 Column 2**

**\_\_\_\_\_1.** Note **a.** Shows how a presentation will appear on paper

**\_\_\_\_\_2.** Template **b.** A black-and-white printing mode that saves colored ink or toner

**\_\_\_\_\_3.** Handout **c.** Additional information associated with a slide that the audience will not see

**\_\_\_\_\_4.** Print Preview **d.** A predefined arrangement of placeholders

**\_\_\_\_\_5.** Presenter view **e.** To decrease the outline level of a paragraph on a slide

**\_\_\_\_\_6.** Demote **f.** A small picture of a slide

**\_\_\_\_\_7.** Layout **g.** The distance from a placeholder’s left border

**\_\_\_\_\_8.** Thumbnail **h.** A predesigned presentation

**\_\_\_\_\_9.** Grayscale **i.** A printed copy of a presentation for audience use

**\_\_\_\_\_10.** Indent level **j.** Lets you see notes on one screen while the audience sees slides on another

**True/False**

**Circle T if the statement is true or F if the statement is false.**

**T F 1.** A new, blank presentation appears on your screen when you launch PowerPoint.

**T F 2.** Once a layout has been applied to a slide, it cannot be changed.

**T F 3.** When you save a presentation for the fi rst time, the Save As dialog box appears.

**T F 4.** If you want to be able to use a presentation with an older version of PowerPoint, you can save it by using the PowerPoint 97-2003 Presentation fi le format.

**T F 5.** Many PowerPoint templates feature a set of complementing colors, fonts, and effects called a layout.

**T F 6.** You can copy and paste content from most Windows applications into PowerPoint.

**T F 7.** One way to copy a slide is to right-click its thumbnail and then click Copy.

**T F 8.** Notes appear on the screen with the slides in Slide Show view.

**T F 9.** PowerPoint can print just the text of your slide without printing any graphics via an Outline layout.

**T F 10.** If you use a printer that does not print in color, your slides will appear in grayscale when viewed in Print Preview.